

# Understanding Your Limited Flexible Spending Account (LME)



With a Limited Flexible Spending Account you are able to pay for eligible dental and vision care expenses with pre-tax dollars. On average employees see a tax savings of \$27-37 dollars on every \$100 that is set aside in the pre-tax LME account.

## PLAN ELIGIBILITY RULES

Participation in the plan begins on October 1, 2016 and ends on September 30, 2017. Your eligibility requirements will be as of the first of the month following your date of hire, if you are classified as a full-time employee working 30 hours or more per week. Should you have a qualifying event allowing you to enroll mid-year, your election must be made within 30 days of the qualifying event.

Pre-tax payroll deductions will begin on the first pay period after the new plan year or acceptance into the plan mid-year has been approved.

A new plan election is required each year that you wish to participate in the plan.

## ELECTION CHANGES/QUALIFYING EVENTS

Once you have made a plan year election, you may not make any changes unless you have a qualifying change. It is important to remember that your qualifying change in status must be consistent with your election change request. Examples of allowable qualifying change in status events are:

- Marriage/Divorce
- Birth/Adoption
- Involuntary loss of spouses medical/dental coverage
- Death of a Dependent
- Unpaid Leave/FMLA
- Change in Dependent Care Providers
- Change in Employment Status

## UNDERSTANDING THE LME PROGRAM

If you have recurring expenses such as orthodontics, you are able to have these transactions coded as recurring in our system. This allows us to automatically substantiate your transaction based on the documentation you will submit with the first charge.

Remember that recurring expenses can only be coded in our system if those transactions match the exact dollar amount at the same merchant/provider as the previous charge. Recurring expense coding will renew automatically from plan year to plan year.

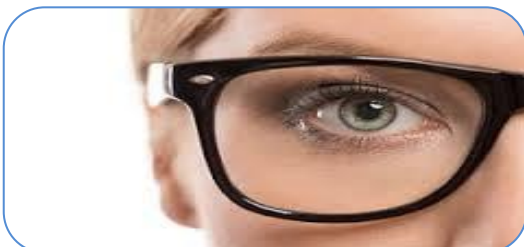
## AVAILABILITY OF FUNDS

The LME plan is a pre-funded account. This allows you to submit a claim for dental or vision expenses up to your annual election on day one of the plan year. Your pre-tax payroll deduction will be deposited into your LME account as they are taken from your check.

When not using your FBA Benefits Card, you will need to submit a paper claim for reimbursement. All claims received in our office will be processed within 1 week and will be reimbursed to you by direct deposit or a paper check will be mailed to your home.

## MAXIMUM ELECTION AMOUNT

The maximum election amount you can have with this plan is \$2,550 per plan year. The LME is an individual plan election and does not impact the amount your spouse is eligible for under their individual Healthcare Flexible Spending Program.



Contact Us! Ph: 1-800-437-3539 Email: [flexdivision@flex-admin.com](mailto:flexdivision@flex-admin.com)  
Online Chat: [www.flex-admin.com](http://www.flex-admin.com) Fax: 757-431-1155

## ACCESSING YOUR ACCOUNT

We offer an online portal and a mobile app that will provide you with real-time account information.

Visit: [www.mywealthcareonline.com/fba](http://www.mywealthcareonline.com/fba) to set-up your online account and:

- View your account balance
- Review transaction history
- Access plan calculators
- Watch educational videos
- Post your paper claims to your account

Download the mobile app for your Android or Apple smartphone/tablet for instant access. Just search the google playstore and itunes for *FBA Mobile*.

Remember that the log-in credentials you set-up for the online portal will also apply to the mobile app!

## FBA BENEFITS CARD

The FBA Benefits Card offers you instant access to your funds with no out-of-pocket expense! The card can be used to pay for eligible expenses at approved service providers and merchants. In some cases you may receive a notice requesting that you provide supporting documentation for your card transaction.

You may also request additional cards for your eligible dependents over the age of 18 by contacting our office.

## CONTACTING FBA

Remember we are only a phone call, email or chat away from answering your questions and helping you understand how your LME plan works for you. Customer service hours are 8:30a-5:00p EST. Visit our website to contact us by online chat, or give us a call at 1-800-437-3539. If email works best for you we have that too! Email: [flexdivision@flex-admin.com](mailto:flexdivision@flex-admin.com)

## Examples of Eligible Expenses

### **Qualified Dental Expenses**

- Cleaning
- Fillings
- Crowns
- Orthodontia
- Extractions
- Dentures

### **Qualified Vision Expenses**

- Contact Lenses
- Eyeglasses
- Eye exams/procedures
- Vision correction procedures

\*For a complete listing visit [www.irs.gov](http://www.irs.gov)

## Examples of Expenses NOT covered

- Insurance premiums
- Medical Expenses
- Co-insurance, co-payments and deductibles
- Prescription medicines
- Over-the-counter items
- Medical equipment
- Contraceptives
- Dental whitening procedures/kits

\*For a complete listing visit [www.irs.gov](http://www.irs.gov)



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